

<p align="center"><b>4 GENERAL PROCEDURES</b></p>	<p align="center">Page 1 of 1</p>
<p align="center"><b>Division of Forensic Science</b></p> <p align="center"><b>QUESTIONED DOCUMENTS PROCEDURES MANUAL</b></p>	<p>Amendment Designator: A</p>
	<p>Effective Date: 19-April-2004</p>
<p align="center"><b>4 GENERAL PROCEDURES</b></p> <p><b>4.1</b> Upon receipt of a case check the RFLE to insure that requested exams are within the scope of the Questioned Document Section's capabilities.</p> <p><b>4.2</b> Note other requested exams, such as latent fingerprints, and, if appropriate, fulfill <i>Primary Examiner</i> responsibilities as defined in the <i>QM</i>.</p> <p><b>4.3</b> Note the condition of all evidence containers, and follow <i>QM Evidence Handling</i> procedures.</p> <p><b>4.3</b> Any discrepancies noted during the inventory of evidence should be verified by a second examiner prior to notifying a representative of the submitting agency. (<b>NOTE:</b> If the evidence container had been previously opened by other laboratory personnel prior to being transferred to the Document Section, contact those lab personnel having had access before contacting the submitter.) Appropriate details should be recorded in the notes.</p> <p><b>4.5</b> Establish the purpose(s) for the examination(s) as per the RFLE, and plan a logical sequence of methods to be used in order to insure an optimum systematic and efficient approach to the problem presented.</p> <p><b>4.6</b> Follow the particular procedural guideline contained in this manual for the requested exam, and for any additional exam deemed necessary. Depending on the circumstances, it may not be necessary to complete each step in the order given, or to complete all of the steps detailed in the procedure.</p> <p><b>4.7</b> Case file documentation accumulated during examinations (e.g. notes, charts) shall conform to appropriate <i>QM</i> directives.</p> <p><b>4.8</b> Notes of salient features and observations should be recorded for each procedure undertaken. Examiner notes shall contain sufficient detail to allow another examiner, in the absence of the initial examiner, to evaluate the basis for the conclusion. All procedures used during an examination should be noted, regardless of the result (e.g. ESDA processing that does not result in the recovery of any significant indented entries). Notes can be made on photocopies, or other type reproduction of the evidence, or may be in narrative form (or combination of both). Notes must be legible. Further information and a listing of acceptable abbreviations for use in note taking can be found at Appendix A.</p> <p><b>4.9</b> Photocopies (or other type reproduction) of all questioned items shall be made whenever possible (except in high volume cases, where a representative sample will suffice). Copies of a representative sample of the known material should also be made</p> <p><b>4.10</b> When examining document evidence which will also be requiring latent fingerprint examination, those evidence markings required by section 20.5.6 of the <i>QM</i> shall be done in pencil. In these types of cases markings of a more permanent nature (e.g. ink) shall be made on the proximal evidence container.</p> <p align="right">► End</p>	